

ATZH-RC

MEMORANDUM FOR Reserve Component Units

SUBJECT: Reserve Component Training (AT/IDT)

1. The Directorate of Reserve Component Support (DRCS) is your "**one stop shop**" for all logistical requirements in support of your training at Fort Gordon, GA. We are located in Building 21706, Barnes Avenue and 21<sup>st</sup> Street.
2. Enclose is FG Form 7469-R-E, Training Support Request (TSR), which should address all logistical requirements you may need for a successful training period. This form can also be found on the DRCS web site. Log on to [www.gordon.army.mil](http://www.gordon.army.mil), select Garrison Commander, select an organization, DRCS, then select Training. At this site you will find our TSR. This form should be submitted to DRCS NLT 90 days prior to your training start date. If unit training requirements change after the initial submission, you are required to provide all changes, in writing, to DRCS immediately.
3. For your planning purposes, following are reimbursable costs for training support. **THESE COSTS ARE FUNDED BY THE 81<sup>ST</sup> REGIONAL READINESS COMMAND (RRC) IN SUPPORT OF ALL USAR UNITS TRAINING, REGARDLESS OF YOUR RRC.** Items not funded by the 81<sup>st</sup> RRC for ALL USAR training are addressed in Paragraph 4.
  - a. COPIER: \$29.00 per day for each copier system (heavy duty or tabletop), plus \$0.02 per copy. DELIVERY/REMOVAL CHARGE: \$75.00 per copier.
  - b. FAX: \$15.00 per day for each FAX machine. DELIVERY/REMOVAL CHARGE: \$35.00 per FAX.

(User will be responsible for any loss or damages. Charges include all servicing/replacement of equipment as needed)

**NOTE:** Tabletop copiers will not be delivered to field sites. Issue/turn-in of tabletop copiers will be through DRCS Supply. Heavy-duty copiers will be delivered to unit's ADMIN area.)

  - c. TRANSPORTATION (GSA Vehicles only): BUS: \$30.00 per day plus \$0.35 per mile (requires licensed bus driver). VANS, SEDANS, PICKUP TRUCKS: \$11.50 per day plus \$0.22 per mile (requires licensed driver).

(User will be liable for any vehicle damages. Within 24 hrs all damages or incidents are to be reported to DRCS OPS NCO at 791-6383)

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d. PORT-O-LETS: The cost per port-o-let is base on the numbers of date this service is require. For your planning 4 days or least \$13.00 each port-o-let, 5 days or more \$ 19.00 each port-o-let, includes two cleanings. Each extra cleaning - \$6.00 per port-o-let (normal working days/hours), \$12.85 per port-o-let (weekends/holidays). On the weekend the cost is \$13.00 each port-o-let, no cleaning. Relocation Fee - \$5.00 per port-o-let (normal working days/hours).

e. DUMPSTERS: \$27.60 delivery/removal fee per dumpster which includes one cleaning prior to removal. Dumpsters are emptied in the field only on Tuesday and Friday.

f. MREs: All MRE requests should be submitted on DA Form 3161 to Mr. Williams, Admin TISA, Bldg 39801 Academic Drive, TEL #706-791-2401. MREs should be ordered NLT 30 days prior to training date.

g. ICE: \$3.50 per 40-pound bag, minimum shipment requirement is 50 bags. Submit request on DA Form 3161 to Mr. Williams, Admin TISA, Bldg 39801 Academic Drive, TEL # 706-791-2401. Requests will be submitted NLT two (2) weeks prior to training date. Updates to request can be made NLT 24 hours prior to delivery.

**MEDICAL UNITS ONLY:** Delivery should be directed to the RTS-MED Field Feeding Support Facility, POC Mr. Art McKenzie at 706-791-7999.

**ALL OTHER UNITS:** Delivery site will be coordinated thru DRCS prior to delivery.

4. The following requirements are funded by the 81<sup>ST</sup> RRC for all USAR units within its region. All other USAR units will provide a Military Interdepartmental Purchase Request (MIPR) from their respective RRC to the Garrison Resource Management Office (GRMO) NLT 30 days prior to your arrival to Fort Gordon.

MIPRs will be sent directly to Garrison Resource Management Office (GRMO), ATTN: ATZH-GC-RMO, Darling Hall, Bldg 33720, Room 367. RMO POC is Ms. Shaheed at 706-791-7737. Unit is required to provide DRCS with a file copy of the MIPR.

a. FUEL: Diesel - \$1.50 per gallon / MOGAS - \$1.60 per gallon (prices subject to change). Coordinate thru DRCS for fuel key pickup.

b. REPAIR PARTS: Varied costs.

5. SAFETY BRIEFING: Mandatory Installation Safety Briefing required. Coordinate thru RTS-MED to schedule.

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6. RANGE / TRAINING AREA CERTIFICATION: Coordinate thru Range Control, located in Bldg 482 on North Range Rd. Certification training is mandatory prior to occupying Firing Ranges / Training Areas. Range Certification training is conducted every 2<sup>nd</sup> and 4<sup>th</sup> Friday 0800-1130 at RTC Bldg Range 6
7. TRAINING ACTIVITY ENVIRONMENTAL CHECKLIST: Will be submitted to Range Control and approved 30 days prior to occupying Training Areas.
8. NIT FUNDS: POC Ms. Norton, Darling Hall, Building 33720, Room 260, 706-791-4287. Copy of unit orders and annexes required to obtain MWR funds.
9. TRAINING AIDS - MORALE/WELFARE: Coordinate thru DRCS Supply.
10. SICK CALL: Units training at Eisenhower Army Medical Center (EAMC) - TMC # 3, 2d Floor, 0630 - 0730 hours. All other units: Advance Party should coordinate directly with Connelly Health Clinic, Building 29709, B Street. Contact phone numbers are: 787-5149 / 5174/ 5143 / 5146.
11. LINEN: Issued, with prior coordination, **FOR ANNUAL TRAINING ONLY**.  
  
NOTE: ALL LINEN MUST BE TURNED IN TO THE LAUNDRY POINT ON FRIDAY PRIOR TO UNIT DEPARTURE. UPON COMPLETION OF LINEN TURN-IN PAPERWORK SHOULD BE SUBMITTED TO DRCS SUPPLY. **NO LINEN CAN BE TURNED IN ON SATURDAY/SUNDAY**. DRCS DOES NOT ACCEPT LINEN FOR TURN-IN.
12. OFFICIAL LONG DISTANCE COMMERCIAL CALLS: Require a PIN number, in order to get a PIN you must complete FG Form 2065-R. This Form is available thru our office. The use and security of the PIN will be an individual responsibility. Individual may be held personally responsible for all charges against the assigned PIN. The PIN is issue by DOIM and it takes 3 working date to process your request. .
13. FAMILY CONTACT: Ensure your family members have correct/adequate information to contact you in the event of an emergency, i.e., unit, etc.
14. TELEPHONE NUMBERS:

Fort Gordon Operator: 706-791-0110  
Installation Operations Center: 706-791-9747/9748  
Center Duty Officer: 706-791-4517  
American Red Cross: 706-787-6311

Fire: 911

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Ambulance: 787-6686 (**Emergency**) / 787-6582 (**Non-Emergency**)  
Military Police: 911 (**Emergency**) / 791-4537/4380 (**Desk Sergeant**)  
Environmental Hotline: 791-4286

15. Fort Gordon Range Control Regulation FG REG 210-21, and other Regulations pertaining to training at Fort Gordon, can be found at the installation web site [www.gordon.army.mil](http://www.gordon.army.mil), select Garrison link, then Directorates, then Plans, training, MOB& Security link, and then click on Range Operation link.

16. POC this headquarters is MSG Moore, DRCS OPS NCO at 706-791-6383 email [mooresa@gordon.army.mil](mailto:mooresa@gordon.army.mil) , FAX X-7684.

(Original Signed)  
JUAN H. ROSA  
LTC, SC  
Director of Reserve Component Support

# TRAINING SUPPORT REQUEST

DATE SUBMITTED: \_\_\_\_\_

**INSTRUCTIONS:** This form will be used to request training support at Fort Gordon for Reserve Component units. Unit commanders must review each item below and complete those items applicable to their need for support. If an item is not applicable, check the NOT APPLICABLE block. This form should also be used as a checklist to ensure that all possible needs and support are considered.

**SUBMISSION:** Submit this form to the Directorate of Plans, Training and Mobilization, Reserve Component Support, ATZH-DPC, Fort Gordon, GA 30905-5120.

## 1. UNIT IDENTIFICATION AND ADDRESS (FILL IN EACH ITEM):

Unit Name/Number \_\_\_\_\_  
UIC \_\_\_\_\_ Unit Address: \_\_\_\_\_  
Branch \_\_\_\_\_  
Component \_\_\_\_\_  
Major Command \_\_\_\_\_

## 2. TRAINING DATES (USE MAIN BODY ARRIVAL AND DEPARTURE DATES):

Arrival Date (YYMMDD): \_\_\_\_\_ Departure Date (YYMMDD): \_\_\_\_\_

## 3. TYPE TRAINING PLAN (CHECK ONE OR MORE BLOCKS AS APPROPRIATE):

a. Annual Training (AT): ☐ Unit/Field Training ☐ AT Evaluator Required  
☐ MOS Training ☐ Other \_\_\_\_\_

b. Inactive Duty Training (IDT): ☐ Unit/Field Training ☐ AWO  
☐ MOS Training ☐ Other \_\_\_\_\_

## 4. ADVANCE PARTY:

a. Arrival Date (YYMMDD) and Time: \_\_\_\_\_  
☐ Male ☐ Female

b. Number of Personnel: \_\_\_\_\_ Officer(s)  
Senior NCO(s)  
E6 and Below

c. Arrival Transportation: ☐ Military Vehicle ☐ POV ☐ Bus ☐ Air

## 5. MAIN BODY:

a. Arrival Date (YYMMDD) and Time: \_\_\_\_\_  
☐ Male ☐ Female

b. Number of Personnel: \_\_\_\_\_ Officer(s)  
Senior NCO(s)  
E6 and Below

c. Arrival Transportation: ☐ Military Vehicle ☐ POV ☐ Bus ☐ Air

## 6. FACILITIES:

- a. Billets Required: \_\_\_\_\_
- b. Administrative Space Required: \_\_\_\_\_
- c. Dining Facility Required: \_\_\_\_\_

## 7. EQUIPMENT:

Prior to requesting assistance, all organic assets from the unit and higher headquarters must be utilized. Once all organic assets have been exhausted, then assistance may be requested. Equipment required from Fort Gordon that is not mentioned on this form should be submitted on FORSCOM Form 1 56-R and should read ATZH-DPC NLT 90 days prior to the training. Each level of Reserve Component Command must fill as many of the requirements as possible before the form reaches ATZH-DPC.

*NOTES: See comment in paragraph 7 above for TO&E units. Name, Rank, and SSN of individual(s) picking up weapons and masks will be submitted.*

## 8. WEAPONS REQUIRED (FILL IN THE NUMBER REQUIRED):

M16A1 RIFLE	_____
45 CALIBER PISTOL	_____
M60 MACHINE GUN	_____
M203 GRENADE LAUNCHER	_____
M1 6A1 BLANK ADAPTER	_____
M60 BLANK ADAPTER	_____
M16A1 CLEANING KIT	_____
M60 CLEANING KIT	_____
M 1 6 MAGAZINE	_____
45 CALIBER MAGAZINE	_____

☐ NOT APPLICABLE

*NOTE- This paragraph and paragraph 9 are NOT APPLICABLE to TO&E units that have weapons and protective masks assigned to them. Such units must bring their own weapons and masks.*

## 9. PROTECTIVE MASKS (FILL IN THE NUMBER REQUIRED):

☐ NOT APPLICABLE

PROTECTIVE MASK \_\_\_\_\_

## 10. AMMUNITION FORECAST/REQUISITION:

**FORMS USED:** DA Form 581, Request for Issue/Turn-In of Ammunition

DA Form 5514-R, Ammo Forecast

DA Form 1 687, Authorization of Authority

- a. Ammunition forecasting will be completed by submitting DA Form 5514-R to arrive at - Range Control NLT 1 October of each year. The forecast must be addressed to ATZH-DPP.
- b. Requisitions of ammunition and explosives will be submitted on DA Form 581 in six (6) copies to addressee above, to arrive NLT 90 days prior to firing.
- c. Only those individuals listed on a valid DA Form 1 687 will be allowed to receipt for ammunition and explosives. DA Form 1687 will be submitted along with DA Form 581
- d. In addition to those items listed above, units must furnish a copy of Assumption of Command Orders and orders appointing a Property Book Officer.
- e. If ammo is to be stored overnight, it must be stored at Training Area #25 (Range Control Ammunition Storage Point (ASP)) with guards posted. This requirement must be coordinated through DPTM Security, Range Control DSN 780-5008 or 706-791-5008.

11. TELEPHONE SERVICE: Class A telephone service is provided in administrative areas. Class C telephone service is provided in billeting areas

12. FIELD TRAINING AREAS REQUIRED (FILL IN TRAINING AREA NUMBER AND DATE/HOURS NEEDED):

☐ NOT APPLICABLE

TRAINING AREA #	FROM (YYMMDD)	TO (YYMMDD)	START TIME	END TIME

13. BIVOUAC AREA (FILL IN TRAINING AREA NUMBER AND COORDINATES FOR CP LOCATION):

TRAINING AREA #	COORDINATES

14. FIRING RANGES REQUIRED:

☐ NOT APPLICABLE

a.	RANGE#	TYPE OF RANGE	FROM (YYMMDD)	TO (YYMMDD)	START TIME	END TIME
	1	25MM ZERO				
	2	9MM PISTOL				
	4	KNOWN DISTANCE RIFLE				
	5	40MM QUALIFYING				
	6	RECORD FIRE COMPUTER/NIGHT FIRE				
	7	25MM ZERO				
	8	25MM ZERO				
	9	RECORD FIRE				
	10	MP SKILL				
	11	RECORD FIRE				
	13	HAND GRENADE				
	14	M60 MACHINE/SAW				
	15	40MM GRENADE LAUNCH (HE/PRACTICE)				
	16	50 CALIBER, MARK 19, MSO FAM, LAW HELICOPTER AIRCRAFT, RANGE - FAM				

b Type of weapon: \_\_\_\_\_

c. Number of personnel to fire:           Zero \_\_\_\_\_           Record \_\_\_\_\_           Other \_\_\_\_\_

d. Is small arms maintenance required for range firing after normal duty hours or on weekends?   ☐ YES   ☐ NO

15. PORTABLE TOILETS REQUIRED: ☐ NOT APPLICABLE

NUMBER OF PERSONNEL	TRAINING AREA #	COORDINATES	FROM (YYMMDD)	TO (YYMMDD)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

16. **TRANSPORTATION SUPPORT REQUIRED** (FILL IN AS NEEDED): ☐ NOT APPLICABLE

VEHICLE TYPE (GSA ONLY)	FROM (YYMMDD)	TO (YYMMDD)	PICK-UP TIME	RETURN TIME
Sedan	_____	_____	_____	_____
Pick-Up Truck	_____	_____	_____	_____
1 5 Passenger Van	_____	_____	_____	_____
1 2 Passenger Van	_____	_____	_____	_____
8 Passenger Van	_____	_____	_____	_____
Bus - 45 Passenger	_____	_____	_____	_____

17. FOOD SERVICES REQUIRED: ☐ NOT APPLICABLE

a. Will the unit operate it's own dining facilities?   ☐ YES   ☐ NO

Dates of Operation:   From (YYMMDD): \_\_\_\_\_   To (YYMMDD): \_\_\_\_\_

b. Will the unit provide cooks as needed without operating the dining facilities?   ☐ YES   ☐ NO

Dates the Cooks Will Be Available:   From (YYMMDD): \_\_\_\_\_   To (YYMMDD): \_\_\_\_\_

c. Will the unit need to eat at one of the existing post dining facilities?   ☐ YES   ☐ NO  
(Please indicate which type of meals are required for each date.)

NUMBER OF PERSONNEL	BREAKFAST	LUNCH	DINNER	DATE(S) REQUESTED (YYMMDD)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



18. TRAINING (FILL IN AS APPLICABLE):

☐ NOT APPLICABLE

a. Exercise Schedule/Dates: \_\_\_\_\_ FROM (YYMMDD) \_\_\_\_\_ TO (YYMMDD)

Location: \_\_\_\_\_

Opposing Forces Participating: ☐ YES ☐ NO

b. Security Clearance Verification: Units needing classified instruction or other requirement for cleared individuals must submit their roster of unit members and their clearance as authenticated by their commander to ATZH-DPC NLT 30 days prior to training.

c. Type of Equipment in Unit: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(NOTE: VEHICLE STORAGE AREAS ARE NOT AVAILABLE.)

d. POC to Coordinate Training: \_\_\_\_\_

19. NBC TRAINING (CHECK ONE OR MORE AS APPROPRIATE):

☐ NOT APPLICABLE

TYPE OF TRAINING	FROM (YYMMDD)	TO (YYMMDD)	NUMBER OF PEOPLE
Chamber Exercise	_____	_____	_____
MORP Exercise	_____	_____	_____
Other (Explain)	_____	_____	_____

20. MOS TRAINING: (Indicate the type of MOS Training to be taught at Fort Gordon.  
 If the task number is not known, write in the task title.)

☐ NOT APPLICABLE

a. Type: ☐ Initial Training ☐ Familiarization

b. Training Schedule/Dates: \_\_\_\_\_ FROM (YYMMDD) \_\_\_\_\_ TO (YYMMDD)

c. MOS TO BE TAUGHT	SOT TASK NUMBERS TO BE TAUGHT	# OF STUDENTS	INSTRUCTOR FROM	
			UNIT	SCHOOL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## 21. SPECIAL TRAINING/EQUIPMENT:

☐ NOT APPLICABLE

a. Stop Watches Needed \_\_\_\_\_

b. Road Guard Vests Needed \_\_\_\_\_

c. Flashlights Needed \_\_\_\_\_

## d. Special Training:

TYPE	DATE (YYMMDD)	START TIME	END TIME	NUMBER OF PEOPLE
Rappelling	_____	_____	_____	_____
Obstacle Course	_____	_____	_____	_____
Confidence Course	_____	_____	_____	_____
Parcourse (PT)	_____	_____	_____	_____
Land Navigation Course	_____	_____	_____	_____
PT Field	_____	_____	_____	_____
Other (Explain)	_____	_____	_____	_____

## 22. AVIATION SUPPORT REQUIRED:

☐ NOT APPLICABLE

TYPE OF MISSION	TYPE OF AIRCRAFT	DESTINATION	DATE (YYMMDD)	TIME	PAX
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## 23. TRAINING AIDS/AUDIO VISUAL AIDS REQUIRED:

☐ NOT APPLICABLE

TYPE OF EQUIPMENT	FROM (YYMMDD)	TO (YYMMDD)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 24. RADIO FREQUENCIES REQUIRED:

☐ NOT APPLICABLE

TYPE	TYPE OF EQUIPMENT	NUMBER REQUIRED	FROM (YYMMDD)	TO (YYMMDD)
AM	_____	_____	_____	_____
FM	_____	_____	_____	_____

## 25. ARE FORT GORDON MILITARY INSTALLATION MAPS REQUIRED?

☐ YES ☐ NO

26. DS/GS MAINTENANCE SERVICES: MAINTENANCE SERVICE IS PROVIDED BY THE DIRECTORATE OF PUBLIC WORKS (DPW), FORT GORDON. A MIPR MUST BE IN PLACE PROVIDING FUNDING FOR THIS SUPPORT.

27. POST FACILITIES: If the unit is not normally authorized use of on-post facilities (such groups include ROTC Detachments, Boy Scouts, etc.), request authorization below.

TYPE OF FACILITIES	FROM (YYMMDD)	TO (YYMMDD)	NUMBER OF PEOPLE

28. ADDITIONAL REQUIREMENTS/COMMENTS:

29. DESIGNATED POINT OF CONTACT:

a. NAME: \_\_\_\_\_

b. POSITION: \_\_\_\_\_

c. TELEPHONE: \_\_\_\_\_ DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

30. AUTHENTICATION (THIS FORM MUST BE AUTHENTICATED BY AN AUTHORIZED UNIT SIGNATURE):

a. SIGNATURE: \_\_\_\_\_

b. NAME: \_\_\_\_\_

c. RANK: \_\_\_\_\_

d. TITLE: \_\_\_\_\_

e. TELEPHONE: \_\_\_\_\_ DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

*PLEASE COMPLETE THE SUPPLEMENTAL ADDITIONAL INFORMATION ON PAGE 8 OF THIS FORM. THAT INFORMATION WILL ASSIST US IN SENDING INFORMATION AND CONTACTING VARIOUS INDIVIDUALS OF YOUR UNIT REGARDING ANNUAL TRAINING AT FORT GORDON, GEORGIA.*

# SUPPLEMENTAL ADDITIONAL INFORMATION FOR TRAINING SUPPORT REQUEST

**INSTRUCTIONS:** The information requested below will assist us in sending information ( such as welcome letters, etc.) and in contacting various individuals of your unit regarding annual training at Fort Gordon, Georgia. Please do NOT give personal or civilian work numbers or addresses.

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1. UNIT COMMANDER (BRIGADE, BATTALION, COMPANY, OR GROUP COMMANDER):

a. COMMANDER (NAME/RANK): \_\_\_\_\_

b. TITLE: \_\_\_\_\_

c. UNIT: \_\_\_\_\_

d. UNIT MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. TELEPHONE: \_\_\_\_\_ DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

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2. S3:

a. POC (NAME/RANK): \_\_\_\_\_

b. TELEPHONE: \_\_\_\_\_ DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

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3. S4:

a. POC (NAME/RANK): \_\_\_\_\_

b. TELEPHONE: \_\_\_\_\_ DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

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4. UNIT:

TELEPHONE: \_\_\_\_\_ DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

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5. COMMENTS:

**Range Certification Briefing on Fort Gordon will be given on the 2nd, and 4th Friday of each month from 0800-1130 except on all Federal Holidays, and training holidays given by the Fort Gordon Installation Commander.**

**All requests should be into SSG Calvin Lawson by cob the Wednesday prior to the class. The max for the briefing is 40 soldiers/civilians. This is only on a first come basis. If I do not have the memo for a soldier he/she may be turned away depending on the amount of soldiers attending for that day with memos. A soldier will not receive a card without the memo from the Battalion Commander.**

**POC for this action is SSG Calvin Lawson [email](#) or call 706-791-5005/5008.**

**EXAMPLE MEMORANDUM FOLLOWS:**

ATZH-DP

7 May 04

MEMORANDUM FOR ALL units utilizing Fort Gordon Ranges

SUBJECT: OIC/RSO Certification

When & Where: Every 2<sup>nd</sup> and 4<sup>th</sup> Friday (except holidays) Range 6 Classroom across from Range Control HQ.

Time: Check in time 0745-0800. Class begins "promptly" at 0800. Late arrivals will be turned away.

**Class size:** Class size will be limited to 40 students.

**Class duration:** (0800-1130)

**Class requirements:** Have a memorandum signed by your Battalion Commander or "for the commander signature."

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**SAMPLE MEMORANDUM  
UNIT HEADING**

**(OFFICE SYMBOL)**

**(DATE)**

**MEMORANDUM FOR RANGE CONTROL**

**SUBJECT: OIC/RSO Certification Lecture and Exam Request**

- (1) IAW Fort Gordon Regulation 210-21, Section 2, paragraph 13, and Army Regulation 385-63, Chapter 4 the following individuals have satisfactorily completed a standard program of instruction and are qualified and competent on the weapon system (s) listed below.**

<b>Last Name, First, MI Weapon Systems</b>	<b>Rank</b>	<b>Last 4 SSN</b>
<b>DOE, JOHN L. M16/M4, M60, M249</b>	<b>SFC</b>	<b>2222</b>
<b>HALL, TRAVIS D. MICLIC, M9, M67,</b>	<b>1LT</b>	<b>6789</b>

- (2) Soldier/s request to attend the Range Class on (date) \_\_\_\_\_.**

- (3) The POC for this memo is \_\_\_\_\_.**

**JIM B. WISE  
LTC, IN  
Commanding**

**FOR THE COMMANDER: JAMES C. KNOX  
MAJ, FA S3**



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY GARRISON**  
**U.S. ARMY SIGNAL CENTER AND FORT GORDON**  
**FORT GORDON, GEORGIA 30905-5000**

REPLY TO  
ATTENTION OF:

ATZH-GC

25 July 2000

**MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL**

**SUBJECT: Garrison Commander's Policy Memorandum No. 7 – Ranges and Training Areas**

1. Use of Fort Gordon's ranges and training areas is a privilege. The intent of this policy is to ensure that the maximum amount of safe, environmentally sensitive training occurs in a limited space and is conducted within all regulation and procedures.
2. Since the priority for land usage at Fort Gordon is military training, the Director of Plans, Training, and Mobilization (DPTM) exercises overall control of the ranges and training areas. It is imperative that all activities planning or coordinating any events within the ranges or training areas immediately contact Range Control or the DPTM. All organizations will first coordinate with DPTM when planning actions that will change the ranges or training areas in any way or that may impact upon training. The DPTM will assess the action to determine its impact upon training.
3. Range Control has the responsibility of managing all ranges and outdoor training areas. Accordingly, all guidance and directions provided on location by Range Control personnel will be followed immediately, regardless of the rank, pay grade, or function of the personnel involved. Issues may later be elevated to the DPTM, but all involved will immediately follow Range Control guidance.
4. The failure to include all training events and actions when submitting the Record of Environmental Considerations (especially the use of pyrotechnic devices, blank ammunition, and explosives in the training areas) can result in a unit being barred from training at Fort Gordon. We must protect the endangered wildlife areas from any destruction and attempt to eliminate fire hazards during dry weather.
5. Units causing any damage to the ranges (such as indiscriminate destruction of markers or targets) or to the land (damages by vehicles or trash) will not be allowed to return or reschedule any training or events until the damages are fully paid for or repaired. Units are responsible for dumpsters that are placed to support their training and will not be cleared by Range Control until the contractor has removed the dumpsters.

6 . Although military training is our primary focus, some recreational activities are allowed within the same boundaries. Everyone who utilizes the Fort Gordon ranges and training areas must comply with all regulations and guidance, verbal and written, to ensure safety, environmental compliance, and maximum use from limited land resources.

7 . Upon occupying any training area, a unit assumes full responsibility for the state of police in that area. Units will have two hours to notify Range Control of any trash found upon occupation of training area. A reconnaissance of the entire training area signed for is recommended in order to identify problems prior to occupations.

8 . Upon completing use of a training area, the following will be accomplished before a unit can be cleared by Range Control personnel:

- a. All communications and concertina wire will be removed.
- b. A thorough police call of the training area will be accomplished.

9. Training is one of the most important things we do as soldiers. This policy is to ensure that all units on the installation have access to our limited resources for years to come. The point of contact for this memorandum is Range Control, 791-5005/5008.

CHARLETTE I. ROMAN  
Colonel, SC  
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 4 – Training Area Usage/Close-In Training, dated 1 April 1997





**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY GARRISON**  
**U.S. ARMY SIGNAL CENTER AND FORT GORDON**  
**FORT GORDON, GEORGIA 30905-5000**

REPLY TO  
ATTENTION OF:

ATZH-GC

25 July 2000

**MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL**

**SUBJECT: Garrison Commander's Policy Memorandum No. 8 – Cantonment Area Training**

1. Cantonment areas used for training are considered close-in training areas. As such, training area rules and regulations must be followed.
2. Prior to occupying or utilizing any training areas, either a cantonment area or a numbered Fort Gordon training area, all units will comply with the following guidelines:
  - a. Submit a memorandum requesting training to the Directorate of Plans, Training, and Mobilization, ATTN: Range Control.
  - b. Complete and turn in an Environmental Assessment Checklist to the Environmental and Natural Resource Management Office (ENRMO), Directorate of Public Works
3. The open field at the eastern corner of the intersection of Rice Road and the Avenue of the States may be used by units as an overnight training site; however, units will coordinate with Range Control prior to occupation. The Environmental Assessment Checklist must be filled out and turned in to ENRMO prior to the exercise. Units will coordinate for field training areas when long-term exercises are required.
4. Units may conduct training in built-up areas, such as barracks or administrative buildings, but only if the training does not involve generators, large antennas, tactical vehicles, hazardous materials, or other equipment that might impact the safety or living and working conditions of occupants in the adjacent building. First-aid training, for example, would normally be permissible.
5. During close-in training within the cantonment area of Fort Gordon, units may terminate electrical or communications systems at their headquarters to tie-in rear detachments to exercise sites only if the following conditions are met:
  - a. Units will coordinate with the Range Control office, 791-5005/5008.

- b. No billeting, administrative tents, or additional vehicles are positioned in the vicinity of the headquarters. All safety measures are followed, such as allowing no antennas near power lines and using engineer tape to mark danger areas.
  - c. Units will utilize drip pans and fill out an Environmental Assessment Checklist, returning it to the ENRMO prior to the exercise start date. Units will notify Range Control immediately of any fuel/hazardous waste spills, and will clean up the spills to the best of their ability immediately after such an incident.
6. Upon occupying any training area, the unit assumes full responsibility for the state of police. Units will have two hours to notify Range Control of any trash found upon occupation of training areas. A reconnaissance of the entire training area signed for is recommended in order to identify problems prior to occupation.
7. Upon completing use of training area, the following will be accomplished before a unit can be cleared by Range Control personnel:
- a. All communications and concertina wire will be removed.
  - b. A thorough police call of the training area will be accomplished.
8. The point of contact for this memorandum is Range Control, 791-5005/5008.

CHARLETTE I. ROMAN  
Colonel, SC  
Commanding



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY GARRISON**  
**U.S. ARMY SIGNAL CENTER AND FORT GORDON**  
**FORT GORDON, GEORGIA 30905-5000**

REPLY TO  
ATTENTION OF:

ATZH-GC

25 July 2000

**MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL**

**SUBJECT: Garrison Commander's Policy Memorandum No. 9 – Vehicle Washing and Maintenance**

1. One of the most intractable threats to our environment is “non-point source” pollutants; i.e., pollutants that cannot be traced to a single source but that accumulate in our air and water from thousands of ubiquitous sources. A primary source of this type of pollution is the run-off from streets and parking lots. Vehicle washing and maintenance in unprotected areas can contribute substantially to this problem and can cause soil, surface water, and groundwater contamination in violation of the Clean Water Act and other environmental laws and regulations.
2. Therefore, no vehicles or other equipment will be washed outdoors on Fort Gordon, except at established washing facilities such as tactical vehicle wash racks or commercial car washes. This restriction includes tactical vehicles, other government vehicles, and other type of equipment, such as mobile kitchens. The exterior of privately owned vehicles (POV's) may be washed in quarters areas, but POV engines and undercarriages may be washed only at wash facilities. Organized car washes for fund-raising purposes may be permitted, but only in specifically designated locations and only with the prior approval of the Director of Community Activities and the Garrison Command Sergeant Major. Vehicle washing during field chemical decontamination exercises may also be permitted, but only with proper advance documentation and the prior approval of the Range Control Office, Directorate of Plans, Training, and Mobilization, and the Environmental and Natural Resources Management Office (ENRMO), Directorate of Public Works.
3. All vehicle maintenance on the installation must be performed in motor pools, the Auto Crafts Shop, or commercial service bays, this restriction includes POV's, tactical vehicles, and all other government vehicles. Emergency repairs (e.g., tire changes or battery replacements) are an exception to this restriction. Vehicle maintenance during field training exercise may also be an exception, but it requires proper advance documentation and prior approval from Range Control and ENRMO.

**CHARLETTE I. ROMAN**  
Colonel, SC  
Commanding